

Name: _____ Period: _____

100 Points Possible

Computer Tech E-mail Assignment

E-mail Basics

List some advantages of E-mail:

-
-
-
-

List some disadvantages of E-mail:

-
-
-
-

Write a sample E-mail address: _____

Define Basic E-mail Commands:

Compose: _____

To: _____

Subject: _____

Send: _____

Reply: _____

Forward: _____

Attachment: _____

Carbon Copy (Cc): _____

Blind Carbon Copy (Bcc): _____

Attach a File (📎): _____

SPAM: _____

Email Etiquette:

List 10 important email etiquette tips (<http://www.emailreplies.com/>):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Type a document listing these ten tips. Save the document as "EmailTips – Your Initials." (Example : emailtips – gb)

E-mail Assignment:

1. Create an email to send to a parent, friend or classmate.
2. The subject line should be your first name, last name, and class period.
3. The body of the E-mail should mention that you are attaching a file of 10 email etiquette tips.
4. Attach the "emailtips" file you created.
5. Request that they reply to your email and include the attachment.
6. Cc your email to yourself.
7. Send the email.
8. When they reply, open the email and print it along with the emailtips attachment.
9. Staple the printouts of the email and emailtips to this paper.
10. Turn in the assignment.